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**POLICE DEPARTMENT**  
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2006

**LICENSE PLATE READER (LPR) SYSTEMS**  
**GENERAL ORDER NO: 3.3.30**

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**PURPOSE:** The purpose of this policy is to provide personnel with guidelines for the application and use of License Plate Readers (LPR), maintenance of LPR equipment, and management of LPR data.

**POLICY:** It is the policy of this Agency to utilize LPR's to detect violations of law, recover stolen property, apprehend fugitives, assist with investigations and more. Personnel will use LPR's in accordance with the procedures and guidelines set forth. Further, data captured from LPRs will be used properly and responsibly as defined herein.

**DEFINITIONS:** **Activity Log** – The term activity log refers to a spreadsheet that contains a summarization of daily activity by LPR operators.

**Alarm (Hit)** – The term alarm or hit refers to a positive indication, by visual and/or audible signal, of a potential match between data on the "hot list" file and a license plate scanned by the LPR System. A hit is not conclusive confirmation that a license plate is wanted, and additional investigation is always warranted when a hit is indicated.

**Hot List File** – The term hot list file refers to a database populated with items of specific concern to law enforcement officials to include target plates from local, state, and national agencies. This list includes but is not limited to registration violations, stolen vehicles, wanted persons, Violent Gang and Terrorist Organization File (VGTOF), sexual offenders, and local bench warrants.

**License Plate Reader (LPR)** – The term license plate reader refers to an electronic system consisting of two (2) or (3) digital cameras in enclosed housings, a processor unit, a computer and computer software which are used to optically scan and interpret the characters on vehicle license plates. The data is then compared against a list of license plates bearing some significance to law enforcement.

## **DEFINITIONS CONT.**

**License Plate Reader (LPR) Data** – The term license plate reader data refers to the data that is produced in relation to an LPR scan of a license plate.

**LPR Administrator** – The term LPR administrator refers to the position responsible for the assignment, inventory, maintenance, and oversight of LPR equipment. The LPR Administrator is also responsible for ensuring that LPR operators are trained and for compiling the monthly LPR reports.

**LPR Trainer** – The term LPR trainer refers to a certified LPR operator who has had a minimum of 30 days operational experience with the LPR equipment.

**LPR Operator** – The term LPR operator refers to a sworn employee of this Department that has been trained in the operation and use of LPR's.

**National Alerts** – The term national alert refers to any alarm or hit) of a target license plate/vehicle that is associated with any State or National lookout as listed on GCIC/NCIC, such as Amber Alerts, Levi's Call, Mattie's Call, Terrorist Watch List Alerts; etc.

**Report** – The term report refers to a completed Milton Police Department Incident Report or a completed Milton Police Department Impound Form in that the initial incident originated from an LPR Alarm (Hit).This definition is for LPR Activity Log purposes only.

### **I. GENERAL ADMINISTRATION**

- A. The Fleet Maintenance Officer is designated as the LPR Administrator.
  1. The LPR Administrator is responsible for the following items relating to the LPR System:
    - a. Assignment, inventory, maintenance, and oversight of LPR equipment;
    - b. Training of all LPR operators;
    - c. Compilation of the monthly LPR reports.
- B. LPR equipment will only be used by operators who have been properly trained.
- C. Reports of LPR defects, damage or other matters requiring maintenance of the Agency's LPR equipment will be directed to the LPR Administrator.
- D. LPR data may only be accessed for a legitimate law enforcement purpose. (CALEA 41.3.9a)
- E. LPRs are authorized for use in official law enforcement purposes to include, but not limited to: general patrol; special operation details in high crime areas; safety checkpoints; enforcement details; and directed criminal investigations. (CALEA 41.3.9a)

## **II. TRAINING (CALEA 41.3.9c)**

- A. Prior to using the LPR equipment, operators must receive training administered by an LPR Trainer.
  - 1. Training will be documented.
  - 2. Training will consist of: department policy; operational guidelines; maintenance procedures; and a two (2) hour ride-along with an LPR Trainer.
- B. Upon successful completion of the training, the LPR Trainer will complete a License Plate Reader (LPR) Training Form, MPD Form # 32 shown on page 6 of this order and forward as indicated below:
  - 1. The LPR Trainer will be responsible to forward the completed form to the LPR Administrator.
  - 2. The LPR Administrator will be responsible to forward the form to the Training Coordinator for inclusion in the employee's training file.

## **III. PROCEDURES FOR USE (CALEA 41.3.9a)**

- A. All personnel who are assigned an LPR Unit will have the unit powered on and operational at all times when in-service. This includes while working extra-duty details, etc.
- B. LPR operators should verify that the hot list file automatically updates when logging into the LPR System.
  - 1. If the automatic update is not successful, the LPR operator should log out and log back into the LPR System. If the hot list file still does not update, the LPR operator should notify IT for assistance.
  - 2. The LPR operator may utilize the LPR System but it will not contain the most updated information.
- C. LPR operators have the ability to manually enter additional information into the LPR system as needed.
  - 1. High priority call broadcasts and lookouts (i.e. National Alerts, armed robbery suspect(s), kidnapping suspect(s), homicide suspect(s), etc.) that have full or partial license plates included in the lookout may be manually entered immediately upon receipt by the LPR operator.
  - 2. The LPR Operator shall include the reason for the entry in the note portion of the entry screen (i.e. Amber Alert, robbery suspect, stolen vehicle, etc.).
  - 3. The LPR operator is responsible for removing information manually added when that information becomes stale or no longer valid.
- D. It is the responsibility of the LPR operator, upon indication of a hit and prior to making a stop, to determine the accuracy of the hit by utilizing any available sources of information.

1. Receipt of a hit should only raise the LPR operator's awareness to the level of reasonable suspicion that may justify further investigation, but it is not sufficient probable cause to warrant an arrest without additional verification.
  2. Reasonable suspicion must exist before making any stop.
  3. The LPR operator will verify that the captured plate image displayed on the LPR screen matches the plate displayed on the subject vehicle.
  4. The LPR operator will confirm that the "hit" is still active by running the information through GCIC/NCIC via a mobile data terminal or through the Dispatch Center.
- E. Alarms or hits by the LPR leading to action requiring a report, as defined in this policy, shall be documented on the LPR Activity Log.
1. When enforcement action is taken as a result of an LPR hit, a notation should be made on the Uniform Traffic Citation or in the narrative of the incident/arrest report.
  2. LPR operators are required to update the LPR Activity Log that is located on the Department's shared drive prior to the end of each tour of duty.

#### **IV. VEHICLE AND SYSTEM MAINTENANCE**

- A. All maintenance and repairs of the LPR equipment will be coordinated by the LPR Administrator.
- B. It is the responsibility of the LPR operator to notify their immediate supervisor and the LPR Administrator of any damage, repairs or issues that arise with the equipment.
- C. LPR operators shall not attempt to modify, adjust, or repair the LPR System equipment or software.
- D. LPR camera lenses may be cleaned with glass cleaner sprayed onto a soft cloth.
- E. All vehicles that operate an LPR system will be hand-washed by the LPR operator or at an approved location designated by the LPR Administrator.

#### **V. DATA SECURITY AND ACCESS (CALEA 41.3.9b)**

- A. The LPR System is managed and administered by the Milton Police Department and all data collected by the LPR System is stored on a secure server. Access to the server and the information stored is limited to authorized personnel only.
- B. LPR operators must login into the LPR System using a unique access code that is specific to each LPR equipped vehicle.
- C. LPR Operators and Investigators must log in with their own unique ID and Password to access LPR data.
- D. When conducting a search of LPR data, a corresponding case number must be entered per GCIC rules.

#### **VI. DATA STORAGE AND RETENTION (CALEA 41.3.9d)**

- A. The LPR System has the capability to store data collected during the license plate

detection and identification phase of use.

B. The LPR System maintains the date, time, and location of each license plate scanned and stores them on the vendor's secure server.

C. Information will be stored on the vendor's secure server for thirty (30) months. After thirty (30) months of storage, the information collected by the LPR System will be auto-deleted.



## LPR SYSTEM TRAINING CHECKLIST

LPR Trainer Name: \_\_\_\_\_

	DATE	OFFICER INITIALS	TRAINER SIGN
Powering up system / Sign in			
Aiming Cameras			
Update system			
Hit Verifications			
Entering / Removing Tags			
Search Feature			
Printing Hit Returns			
Daily Log Information			
Maintenance of Equipment			
Learn System log in			
Contact Info for repairs			

**COMMENTS:** \_\_\_\_\_

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